

**CITY OF DUNCAN
COMMUNITY DEVELOPMENT DEPARTMENT**

City Hall – 720 W. Willow Ave., Duncan, Oklahoma 73533

Telephone (580)-251-7711
Fax (580)-255-1710

**APPLICATION FOR TELECOMMUNICATIONS FACILITY AS USE
PERMITTED ON REVIEW**

- 1.) Applicant(s) _____ Phone _____
Address _____ Fax _____
- 2.) Owner(s) _____ Phone _____
Address _____ Fax _____
- 3.) Type of Telecommunications Facility Proposed _____
- 4.) Street Address or Location _____
- 5.) Legal Description of Property _____
- 6.) Tract Size _____
- 7.) In order that your application can be heard and considered at the next available Planning Commission meeting, you must submit this completed application and all other information to include a filing fee to the Community Development Department for processing. Due to public hearing notice requirements, the Planning Staff will advise you of the earliest date available for consideration by the Planning Commission and City Council. The Planning Commission meets the third Tuesday of each month and the City Council meets the second and fourth Tuesday of each month.

You must submit the following:

- a.) A completed application form.
- b.) A Certified list of names and addresses of all property owners within 300 feet of the request.
- c.) A filing fee of \$150.00.
- d.) Drainage impact study per Land Development Code Section 12-1010.
- e.) A site plan: (1) planned building size, location and use, (2) parking spaces and driveway locations, (3) landscape/screening areas, (4) property lines, fences, signs and easements, (5) front, side and rear yard setbacks and (6) meeting standards per Ordinance Sections V, VI and VII.

Signature of Applicant(s)

Signature of Property Owner(s)

Application Procedure

- 1.) Telecommunications facility applications are available at the Community Development Department.
- 2.) The Planning Commission will process only complete applications for review.
- 3.) A public hearing will be prepared by the Community Development Department. The applicant shall be responsible for taking the notice to the local newspaper and the cost of the publication notice. The notice of hearing must be placed in the paper not less than fifteen (15) days prior to the hearing.
- 4.) The Community Development Department shall prepare and mail notice of the hearing to all property owners within 300 feet of the outer boundary of the request not less than fifteen (15) days prior to the hearing.
- 5.) Planning Commission will hold a public hearing on the proposal, review request and recommend approval or denial to the City Council.
- 6.) City Council will consider Planning Commission recommendation and approve or disapprove the applicant's request.

Co-location Requirements

All applicants for a telecommunications facility shall co-locate on an existing facility if it is feasible to do so. An existing facility shall be deemed available to the applicant for co-location if:

- the facility is within the search ring or within a reasonable distance so as to fit the applicant's design; and
- space is available on the facility; and
- the facility owner will lease space to the applicant at a reasonable market rate.

If the applicant finds co-location is not feasible, it shall submit to the City a written statement of the reasons for the infeasibility.

If co-location is not feasible, the applicant must consider City owned property for a telecommunications facility. If determined not feasible, the applicant shall submit to the City a written statement of reasons for the infeasibility.

The City may deny the application unless the applicant demonstrates by substantial evidence that existing facilities could not accommodate the applicant's proposed facility.

CITY OF DUNCAN

EXPLANATION OF TELECOMMUNICATIONS FACILITY APPLICATION PROCESS

**Community Development
Department**

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